

**VACANCY ANNOUNCEMENT****ANNOUNCEMENT #M-04404****POSITION: MOTOR VEHICLE OPERATOR NA-10****SALARY: \$12.47 PH****LOCATION- RECREATION DIVISION****OPEN: 05/04/04****CLOSE: OPEN TILL FILLED****AREA OF  
CONSIDERATION- COMMUTING AREA**

(X) Spouse Preference Eligible  
(X) Involuntary Separated Military

( ) Regular Full-time (35-40 Hours Per Week)  
( ) Regular Part-Time (20-34 Hours Per Week)  
(X) Flexible (0-40 Hours Per Week)

(X) One-Time Basis  
( ) Establish Register  
( ) Merit Staffing

**HOW TO APPLY: Submit current SF-171 or OF612 and any supplemental forms to  
Morale, Welfare & Recreation, Bldg. 467-Suite A, NASMR, 47402 Buse Road, Patuxent River, MD 20670  
Attn: Personnel Dept. For further information call 301-342-3653.**

**DUTIES AND RESPONSIBILITIES**

Drives vehicles on a non-regular basis to various destinations as required to provide tour services or other required movement of personnel in support of the overall Recreational Services Mission. Vehicles may vary from sedans and wagons to a 48-passenger diesel operated bus to a Tractor-Trailer or 18-Wheelers. Keeps trip logs, showing time of departure, trip mileage, fuel and oil consumption, etc. Reports any defects in vehicle operations, accidents, damages or traffic violations. Makes operational inspection of vehicles for loose parts, damaged or worn tires, proper oil level, battery conditions and similar items. Clean assigned vehicles. Is responsible for the comfort and well being of passengers assigned to the trip to the extent possible with the equipment available. Responsible for maintaining discipline amongst the passengers as far as possible without using any form of physical force or violent language. Performs other related duties as assigned.

**QUALIFICATIONS**

The incumbent is required to be skilled in handling the controls for stopping, backing and driving vehicles, including buses, in congested condition during adverse weather. Must know safety rules and regulations, be familiar with various streets and highways to points normally driven, know the laws governing highway traffic and military rules and regulations on traffic. Must be able to produce a CDL and government driver's license up to and including a 48-passenger bus and tractor-trailer rig.

**Obligation to give all information to be considered in rating/ranking qualifications is the responsibility of the applicant. Applications and additional information will not be accepted after the closing date for this vacancy. Applications must be received in the Personnel Office or postmarked no later than the closing date of this announcement or they will not be given consideration.**

**Applicants must meet all eligibility requirements for the position.**

**Privacy Act Requirements (PL93-597): The application forms prescribed are used to determine qualifications for promotion or employment and are authorized under Title 5, USC Section 3302 and 3361.**

**Spouses of Active Duty Military Personnel shall be provided spousal preferential consideration for positions NF1 and NF2. Eligibility begins 30 days before the military member's reporting date and continues for the duration of the PCS Orders until the Spouse accepts or rejects a job offer.**

**Include with the application any awards received such as outstanding performance ratings, awards granted under incentive awards programs (list monetary awards), and awards given to employees under your supervision.**

**Rating/Ranking of promotional candidates to determine the best qualified will be accomplished by comparing the candidates' knowledge, skills and abilities against the evaluation factors listed in this announcement. These factors are essential for an employee to perform the duties of the position. Supervisory appraisals, experience, training, and awards will be considered in the Rating/Ranking process.**

**Applicants should make a copy of their application for their files. No application will be returned and no copies of applications will be provided.**

**The Department of the Navy is an Equal Employment Opportunity employer. All qualified candidates will receive consideration without regard to Race, Color, Religion, Sex, National Origin, Age, Disability, Marital Status, Political Affiliation, Sexual Orientation or any other non-merit factor.**